



OFFICE OF SYSTEMS INTEGRATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	OFFICE OF SYSTEMS INTEGRATION	RELEASE DATE:	Thursday, May 20, 2010
POSITION TITLE:	Deputy Director, Child Welfare Services/Case Management System (CWS/CMS) Project	FINAL FILING DATE:	Monday, June 7, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 9,285.00 / Month	BULLETIN ID:	05202010_4

POSITION DESCRIPTION

(Salary commensurate with experience)

Salary pending Department of Personnel Administration approval

Under the administrative direction of the OSI Directorate, the Deputy Director provides executive leadership and direction to the CWS/CMS Project in cooperation with federal, state and county agencies. The Deputy Director oversees all planning, development, implementation, maintenance and operation activities for the CWS/CMS Project. The Deputy Director is a member of the OSI executive management team and as such participates in the planning and policy development for the Office and assists the Directorate in formulating policies that directly affect OSI.

The Deputy Director oversees the development and implementation of sensitive, complex and critical automation policies and procedures, and the development of processes, standards, and procedures to develop, maintain, and operate Project systems more efficiently and effectively. The Deputy Director ensures timely and cost-effective system implementation and operation and continually evaluates processes for future policy and procedure revisions.

The Deputy Director represents the CWS/CMS Project with stakeholders, including state and federal government agencies, vendors and users of the systems. The Deputy Director manages stakeholder involvement in the Project and ensures timely and complete communication of status and issues. The Deputy Director testifies at legislative hearings for the CWS/CMS Project.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Applicants will be screened on the basis of knowledge and abilities, experience, and potential to meet the following desirable qualifications:

KNOWLEDGE OF:

1. OSI's policies, strategies and operational needs, management style, and a general understanding of the IT needs of the projects in the OSI portfolio.
2. State of California and OSI stakeholders' business needs and their organizational, political, administrative, and fiscal environments to understand potential impacts of issues and parameters of potential solutions.
3. Best practices in IT management, including: project management; service-level agreements; risk assessment and mitigation; facilitation and negotiation techniques to promote collaboration among diverse groups; managing scope, strategies, tasks, critical milestones, schedule, budget, technologies, roles and responsibilities of all parties in the administration of contract terms and conditions; state budget/fiscal processes for IT projects; state and federal control agency requirements for project approval and oversight.
4. Federal guidelines, state expenditure reporting, and generally accepted accounting practices; good financial business practices and analysis.

ABILITY TO:

1. Represent the department in meetings with control agencies, external customers, suppliers, and vendors.
2. Anticipate and manage complex budget and financial issues to ensure uninterrupted support to the Project.
3. Achieve departmental and project goals and objectives in a timely and cost-effective manner.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy**

Director, Child Welfare Services/Case Management System (CWS/CMS) Project, with the **OFFICE OF SYSTEMS INTEGRATION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

1. The examination will consist of a screening committee who will evaluate each candidate's application, resume, and Statement of Qualifications. The screening committee will independently rate each applicant's qualifications, experience and education for the position, against specific job-related evaluation criteria developed from the minimum and desirable qualifications. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with the only the most qualified candidates.
2. A Statement of Qualifications is separate from the application and resume. It is a narrative discussion of how the candidate's experience, education, knowledge, skills, and abilities meet the qualifications for this position. The Statement of Qualifications will also serve as a documentation of each candidate's ability to present information clearly and concisely in writing.
3. A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill this position.
4. The Statement of Qualifications must discuss the following critical factors:
 - a. Experience in the formulation, operation and / or evaluation of departmental policies.
 - b. Knowledge and experience in procurement and contract administration.
 - c. Knowledge and experience in the State's budget / fiscal arena including testifying at Legislative and budget hearings.
 - d. Strong management and leadership skills.
 - e. Experience leading and managing organizational change including the ability to develop and maintain effective teams and build staff capacity.
 - f. Experience developing and maintaining effective working relationships with executives, managers and staff from diverse program areas that includes representatives from all levels of government.
 - g. Knowledge and successful experience developing and managing complex project plans for large-scale IT projects that involve public and private partners and multiple funding sources.

FILING INSTRUCTIONS

All interested applicants must submit:

An original State of California Examination Application (Standard Form 678) and a resume. The application and resume should list your education, classification titles, including dates and the names and addresses of employers, relevant to the minimum qualifications listed.

Interested applicants must file their application, resume and Statement of Qualifications to:

MAILING ADDRESS:

Office of Systems Integration
Human Resources Office

Attention: Renee Evans
PO Box 138014
Sacramento, CA 95813-8014

DELIVERY IN PERSON:
Office of Systems Integration
Human Resources Office
Attention: Renee Evans
2525 Natomas Park Drive, Suite 200
Sacramento, CA 95833

Applications may be obtained on the State Personnel Board's web site www.spb.ca.gov. Submit applications only to the address indicated above. Do not submit applications to the State Personnel Board.

SPECIAL TESTING: If you need reasonable accommodations, mark the appropriate box in question two on your application. You will be contacted to make specific arrangements.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

OFFICE OF SYSTEMS INTEGRATION, Human Resources
P.O Box 138014, Sacramento, CA 95813
Renee Evans | (916) 263-3261 | Renee.Evans@osi.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF SYSTEMS INTEGRATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>